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Approved For Release 2004/05/05, GIA-RDP84-00780R000300060011-3

Personal 11

## General Carter

We have some 37 employees in the Agency who have, over the years, donated more than three gallons of blood in the Agency Blood Bonor Program. It seems to me that these people deserve some special recognition. The Office of Personnel has prepared the attached Certificate of Honor to be awarded to people when they have donated three gallons. I believe the certificates would be especially meaningful if you would agree to sign them. (We will correct the spelling before they go to the printer.)

Signed

L. K. White 1 5 JUL 1963

SA-DD/S:RHW:fmf (11 July 63)

Distribution:

Orig - Adse w/ drafted Certificate of Honor

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## Remarks:

Attached is a finished draft of our proposed certificate for three-gallon blood donors and a rough draft of a similar certificate for keymen with 10 years service in the Blood Donor program.

We would appreciate your approval so that we can proceed with reproduction in time to have completed certificates available for the ceremony planned for August.

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FROM: NAME, ADDRESS AND PHONE NO.	The	DATE
Director of Personnel SE56 Approved For Release 2004/05/05 : CIA-RDP84-0		1963
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FORM NO. 237 Use previous editions

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S GOVERNMENT PRINTING OFFICE . 1

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SECRET

12 July 1963

## Colonel White:

- 1. The Red Cross presents a pen and a format certificate to each gallon donor. The pen for two, three and four gallon donors shows the number of gallons which have been given.
- 2. For the Agency, the Chief, Benefits and Services Division, Office of Personnel writes a special memorandum to people who have donated one gallon, and he writes a somewhat more laudatory memorandum to members of the "Two Gallon Club."
- 3. It is proposed that the attached Certificate of Honor be awarded to people who have donated three or more gallons. The certificate will be signed by the Director of Personnel and they would like to get General Carter's signature. They do not feel strongly about this, however, and would be pleased to have your signature.
- 4. In the event you would like to offer General Carter the opportunity to sign these certificates, I have drafted a blue slip for your initials to request General Carter's approval.

General Carter's approval.

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MEMORANDUM FOR: General Carter

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L. K. White 1 5 JUL 1963

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REPLACES FORM 10-101

FORM NO.

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15 July

NOTE: Per RHW, hold attached proposed certificate widex until proposed "three gallon" certificate is returned by DDCI and then return to Personnel with note that "Keyman" certificate under signature of Director of Pers would suffice.